

TOWN OF NEW WINDSOR PLANNING BOARD
SITE PLAN CHECKLIST

ITEM

1. ✓ Site Plan Title
2. ✓ Provide 4" wide X 2" high box (**IN THE LOWEST RIGHT CORNER OF THE PLAN**) for use by Planning Board in affixing Stamp of Approval. (ON ALL PAGES OF SITE PLAN).

SAMPLE:



3. ✓ Applicant's Name(s)
4. ✓ **Tax Map Data (Section, Block & Lot). (PLEASE PUT THE TAX MAP NUMBER IN THE CORNER OF THE APPROVAL BOX ALSO**
5. ✓ Applicant's Address
6. ✓ Site Plan Preparer's Name
7. ✓ Site Plan Preparer's Address
8. ✓ Drawing Date
9. ✓ Revision Dates
10. ✓ Area Map Inset and Site Designation
11. ✓ Properties within 500' of site
12. ✓ Property Owners (Item #10)
13. ✓ Plot Plan
14. ✓ Scale (1" = 50' or lesser)
15. _____ Metes and Bounds
16. _____ Zoning Designation
17. _____ North Arrow
18. _____ Abutting Property Owners
19. _____ Existing Building Locations
20. _____ Existing Paved Areas
21. _____ Existing Vegetation
22. _____ Existing Access & Egress

23. _____ Landscaping
24. _____ Exterior Lighting
25. _____ Screening
26. ✓ _____ Access & Egress
27. ✓ _____ Parking Areas
28. _____ Loading Areas
29. _____ Paving Details (Items 25 - 27)
30. ✓ _____ Curbing Locations
31. _____ Curbing through section
32. ✓ _____ Catch Basin Locations
33. _____ Catch Basin Through Section
34. ✓ _____ Storm Drainage
35. ✓ _____ Refuse Storage
36. N/A _____ Other Outdoor Storage
37. ✓ _____ Water Supply
38. N/A _____ Sanitary Disposal System
39. ✓ _____ Fire Hydrants
40. ✓ _____ Building Locations
41. ✓ _____ Building Setbacks
42. _____ Front Building Elevations
43. _____ Divisions of Occupancy
44. ✓ _____ Sign Details
45. ✓ _____ Bulk Table Inset
46. _____ Property Area (Nearest 100 sq. ft.)
47. _____ Building Coverage (sq. ft.)
48. _____ Building Coverage (% of total area)
49. _____ Pavement Coverage (sq. ft.)
50. _____ Pavement Coverage (% of total area)
51. _____ Open Space (sq. ft.)
52. _____ Open Space (% of total area)
53. ✓ _____ No. of parking spaces proposed
54. ✓ _____ No. of parking spaces required

08-18

500 FEET OF A FARM OPERATION LOCATED IN AN AGRICULTURAL DISTRICT,
PLEASE NOTE THE FOLLOWING:

55. N/A Referral to Orange County Planning Dept. is required for all applicants filing AD Statement.
56. N/A A disclosure Statement, in the form set below, must be inscribed on all site plan maps prior to the affixing of a stamp of approval, whether or not the Planning Board specifically requires such a statement as a condition of approval.

APrior to the sale, lease, purchase, or exchange of property on this site which is wholly or partially within or immediately adjacent to or within 500 feet of a farm operation, the purchaser or leasee shall be notified of such farm operation with a copy of the following notification.

It is the policy of this State and this community to conserve, protect and encourage the development and improvement of agricultural land for the production of food, and other products, and also for its natural and ecological value. This notice is to inform prospective residents that the property they are about to acquire lies partially or wholly within an agricultural district or within 500 feet of such a district and that farming activities occur within the district. Such farming activities may include, but not be limited to, activities that cause noise, dust and odors.

This list is provided as a guide only and is for the convenience of the Applicant. The Town of New Windsor Planning Board may require additional notes or revisions prior to granting approval.

PREPARER'S ACKNOWLEDGMENT:

THE PLAT FOR THE PROPOSED SITE PLAN HAS BEEN PREPARED IN ACCORDANCE WITH THIS CHECKLIST AND THE TOWN OF NEW WINDSOR ORDINANCES, TO THE BEST OF MY KNOWLEDGE.

BY: 

Licensed Professional

10/22/08
Date

⌘ ⌘ ⌘ ⌘ ⌘ ⌘ PLEASE NOTE: ⌘ ⌘ ⌘ ⌘ ⌘ ⌘

THE APPLICANT OR THEIR REPRESENTATIVE IS RESPONSIBLE TO KEEP TRACK OF ALL EXPIRATION DATES FOR ANY AND ALL APPROVALS GRANTED TO A PROJECT. EXTENSIONS MUST BE APPLIED FOR PRIOR TO EXPIRATION DATE.